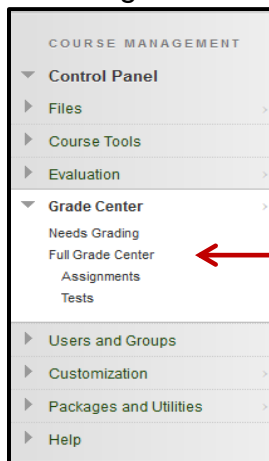# Blackboard Learn 9.1

Creating Calculated Columns: Average Column

The Grade Center can be used to calculate grades by creating a calculated column. When creating a calculated column, you'll select two or more grade columns or Grade Center categories from which the data is used to make the calculation.

Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.

COURSE MANAGEMENT

Control Panel
▶ Files
▶ Course Tools
▶ Evaluation
▼ Grade Center
  Needs Grading
  Full Grade Center ←
  Assignments
  Tests
▶ Users and Groups
▶ Customization
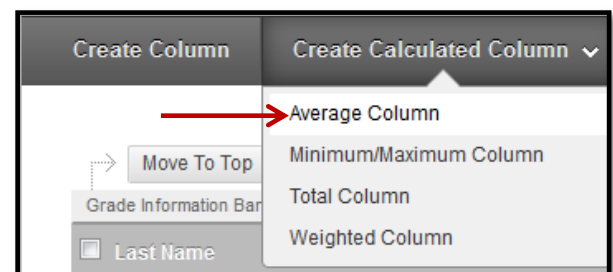▶ Packages and Utilities
▶ Help

Step 2

The average column is a calculated column that generates a grade based on a true average for selected columns. The formula used for an average column is figured as a true average (the way you may have been taught to figure in elementary school):

$$(A1\%)+(A2\%)+(A3\%)=\% \text{ Earned}/3=\text{Average Grade*}$$
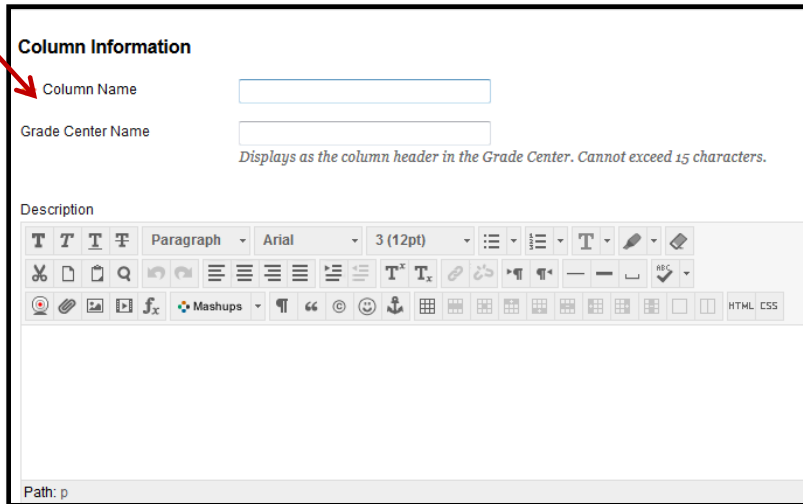OR
$$((A1/T1)+(A2/T2)+(A3/T3))/3=\text{Average Grade*}$$

To create an Average Column, begin by accessing the Average Column option below the Create Calculated Column tab.

Create Column | Create Calculated Column ∨

→ Average Column
Minimum/Maximum Column
Total Column
Weighted Column

Move To Top
Grade Information Bar
☐ Last Name

* A=Assignment Grade, T=Total Possible Points

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INSTRUCTIONAL DEVELOPMENT CENTER

Step 3

When creating a column, it is important to include all necessary information. The Column Name is the required name that students and instructors see. The Grade Center Name is an optional name seen only in the full grade center by the instructor.
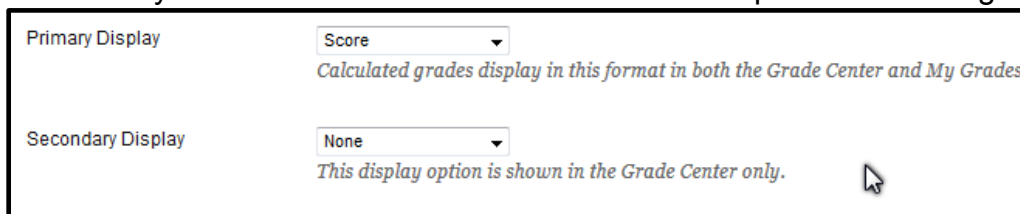
Column Information

Column Name

Grade Center Name
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

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Path: p

The Grade Center Name can be used to shorten the column name. For example, "Reading Quiz #4" can instead become "RQ4."

The Description textbox is an optional area where the instructor can include information about this column (eg. how the grades are calculated for this course).
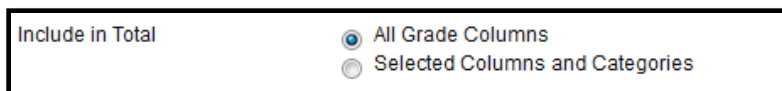
Step 4

Choose the display options you wish to show to the students and in the Full Grade Center. The Primary Display is the way the grade will show to the students and as the main view in the Full Grade Center. The Secondary Display is an optional display that shows only to instructors in the Full Grade Center in parentheses. Eg. "98% (A+)"

Primary Display   Score ▾
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display   None ▾
This display option is shown in the Grade Center only.

Step 5

If all grade columns are going to be calculated into this average, choose the All Grade Columns option. To include specific columns or categories in the average, choose Selected Columns and Categories instead.

Include in Total   ◉ All Grade Columns
                        ○ Selected Columns and Categories

Step 6

When choosing selected columns and categories, the view will look similar to below. From the full lists select the specific columns and/or categories you wish to include in the average.

Select Columns

Choose *All Grade Columns* to include all grade columns in the total. If G
Columns in Grading Period. To include specific columns or categories

Include in Total
- ○ All Grade Columns
- ◉ Selected Columns and Categories

Columns to Select:

- Assignments
- Blogs
- Wiki Report
- **Unit 1 Quiz**
- Midterm
- Total
- **Practice Quiz**
- **Unit 2 Quiz**
- **Unit 3 Quiz**
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging

Column Information
Unit 1 Quiz: Category:Test/ Points Possible:50
Practice Quiz: Category:Test/ Points Possible:0
Unit 2 Quiz: Category:Test/ Points Possible:30
Unit 3 Quiz: Category:Test/ Points Possible:30

Categories to Select:
- Test
- Assignment
- Discussion

When selecting multiple items in order, click the first item then hold down the Shift key on the keyboard and select the last item to choose.

To select multiple items not in order, hold down the Ctrl key on the keyboard and select each item.

Step 7

After selecting the desired columns, select the **>** button to move the selected columns (or categories) to the right-hand box.

Columns to Select:
- Assignments
- Blogs
- Wiki Report
- Midterm
- Total
- Journal: Space Exploration
- Journal: Group Jupiter: Most Unexpected Fact?
- Disc: Unit 2: Astrophotography/Imaging
- Disc: Pluto Opinion
- Disc: 17-Jupiter mass object
- Disc: Discovery of Trans-Neptunian Object
- Blog: Astronomy Top Stories

Column Information

Selected Columns:
- **Column: Unit 1 Quiz** ✪
- **Column: Practice Quiz** ✪
- **Column: Unit 2 Quiz** ✪
- **Column: Unit 3 Quiz** ✪

Step 8

After the specific columns and categories are selected to be included in the average, decide whether this average will be calculated as a running total.

Calculate as Running Total | ⦿ Yes ⦾ No
*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

If Yes is chosen here, items are not included in the average grade until the student has been given some grade for the assignment. Until said assignment is graded, it is counted neither for nor against the students' average grade. If No is selected here, any assignment not yet graded will automatically be calculated with a grade of 0 until a true grade is given.

Step 9

Finally, choose the desired options from this list. If the default is changed, the first option would not include the grade in future calculations in the grade center. Choosing No on the second option would make the grade unviewable to students. And choosing Yes on the last option will allow students to see how they rank statistically with other students in the class based upon this grade column.
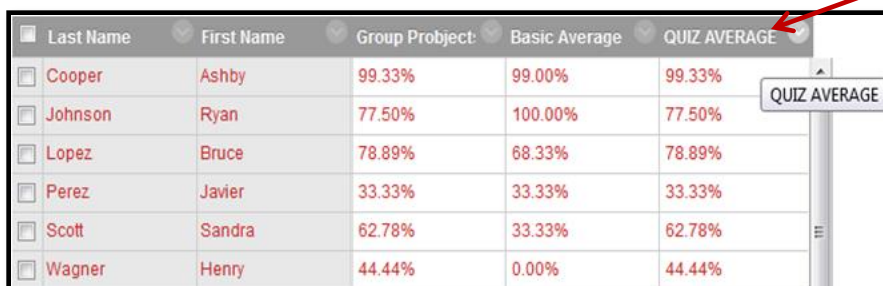
Options

Include this Column in Grade Center Calculations	⦿ Yes ⦾ No
Show this Column to Students	⦿ Yes ⦾ No
Show Statistics (average and median) for this column to Students in My Grades	⦾ Yes ⦿ No

Step 10

After choosing Submit (at the top or bottom of the page), the new average column is now visable in the Full Grade Center.

Last Name	First Name	Group Project	Basic Average	QUIZ AVERAGE
Cooper	Ashby	99.33%	99.00%	99.33%
Johnson	Ryan	77.50%	100.00%	77.50%
Lopez	Bruce	78.89%	68.33%	78.89%
Perez	Javier	33.33%	33.33%	33.33%
Scott	Sandra	62.78%	33.33%	62.78%
Wagner	Henry	44.44%	0.00%	44.44%

QUIZ AVERAGE

Blackboard Learn
Creating Calculated Columns
Average Column